King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.01.020 - Canine Teams	Approved By:	Director Allen Nance
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Purpose
To outline the use of Department canine team(s) to minimize contraband inside DAJD facilities.

Policy
It is the policy of this Department to utilize trained canine teams to prevent the introduction, fabrication, possession and movement of contraband in the facilities.

References

Federal:	
RCW:	4.24.410 Dog Handler Using Dog In Line of Duty - Immunity
WAC:	139-05-915 Canines - Training and Certification
CJTC:	Canine Model Policy
DAJD Policies:	4.01.002 - Searches and Contraband Control
	4.01.021 - Evidence Collection and Storage
	4.02.005 - Search of Residents
	4.03.011 - Force Review Committee
	6.02.002 - Resident Disciplinary System
DAJD Forms:	Officer's Report (F-627)
	Supervisor's Incident Report (F-523)

Definitions
Canine Team: A specific dog handler and a specific canine that is controlled by the dog handler in the capacity of a dog handler, formally assigned by the Department to work together to detect contraband/narcotics. The dog handler and canine will be considered a team, and it will be the team that is certified; if one member of the team changes, a new team exists, and the new team will need to be certified.
Dog Handler: A full time DAJD corrections officer who has been formally designated by DAJD to be responsible for the routine care, control and utilization of a canine for the purpose of detecting contraband/narcotics.
Canine: A dog used by DAJD that has been specially trained to detect contraband/narcotics under the control of a dog handler.
Training Aid: A sealed container containing controlled substances or synthetic controlled substances that are used in the training of narcotics detection canines.

A. General Guidelines

1. Canine Teams shall be certified by the Criminal Justice Training Commission (CJTC) to the standards set by the CJTC for which they will be used (ex: narcotics detection).
2. The assignment as a dog handler will be for the service life of the canine (usually 5 to 7 years).
3. The Special Investigations Unit (SIU) will be responsible for the supervision and compliance of the Canine Team.
4. For purposes of policy 6.02.002 - Resident Disciplinary System, the canine will be considered a DAJD staff member and any infractions resulting from residents inappropriate interactions with the canine will be completed by the dog handler.
5. Canine teams shall have the knowledge and ability to comply with the current CJTC canine model policy.
6. The Canine Team may assist other correctional/law enforcement agencies who seek assistance from the Canine Team with prior approval of the Internal Investigations Unit (IIU) Commander.

B. Dog Handler Position

1. Dog handler Selection
   a. The applicants must be full-time corrections officers whose CJTC certification is in good standing and will be evaluated for their aptitude in handling, training and working with canines. The selection process will minimally include:
      1) Review of their personnel file
      2) Written application and questionnaire
      3) Submission of a letter of interest or Officer's Report (F-627)
      4) Supervisor's recommendation
      5) Home visit
2. Accreditation
   a. The selected dog handler must successfully complete:
      1) The Basic Canine Academy for narcotics detection provided by DOC.
      2) The mandatory CJTC Canine Certification (before starting to actively work as a dog handler) and bi-annually thereafter.
3. The dog handler is responsible for:
   a. Their canine at all times.
   b. The health and welfare of their assigned canine and will ensure that the canine receives proper nutrition, grooming, training, veterinary care, attention and living conditions.
      1) Routine veterinary care will be rendered by a veterinarian designated and approved by the Department.
         a) Non-emergency veterinary care will be coordinated through, and approved by, the IIU Commander.
         b) Any veterinary care outside of routine veterinary visits and vaccinations that is not immediately life-threatening must be approved via the chain of command.
         c) The dog handler will notify the IIU Commander of any injury to the canine, illness or any performance issue that reduces the Canine Team's effectiveness.
      2) Emergency veterinary care
         a) The dog handler will notify the IIU Commander as soon as reasonably

practicable when emergency care of the canine is required.
   b) Depending on the severity of the injury or illness, the canine will either be treated by the Department's designated veterinarian or transported to a designated veterinary emergency facility for treatment.
   c) If the dog handler and canine are out of the area, the dog handler may use the nearest veterinarian available.

c. The dog handler will be responsible for:
   1) Protecting the canine and ensuring the canine is not exposed to any foreseeable and unreasonable risk of harm, unless required by a particular duty related application.
   2) Maintaining all issued equipment in a clean and serviceable condition.
   3) Reporting any changes in the living conditions of the dog handler that may affect the canine's care, living environment or ability to perform the tasks that it has been specially trained to do.
   4) Lodging the canine in the department provided kennel when off-duty and at the dog handler's residence.
      a) When the canine is in the kennel, the gate will be secured with a lock.
      b) When off-duty, the canine can be let out of the kennel only when under the direct supervision and control of the dog handler.
      c) Permitting the canine to socialize in the home with the dog handler's family under the direct supervision and control of the handler.
      d) Ensuring that the canine is housed at the approved home of the dog handler or approved kenneling service.
      e) Maintaining a daily log that contains time spent training, care of the canine, any significant events, and when the canine is used for searches.

d. The dog handler will notify the IIU Commander when they are sick or will be on leave for more than 3 consecutive days and anytime the canine is not in their care. The dog handler must specify the arrangements that have been made for the canine's care, including the location, during this period.
e. If the assigned dog handler is unavailable, incapacitated, placed on administrative leave or for any reason cannot be responsible for their canine, the IIU Commander will immediately be notified. The IIU Commander will consult with senior management to determine of the disposition of the canine on a case-by-case-basis.
f. If the dog handler leaves the Department the Canine Team will be decertified.
g. If the officer assigned as the dog handler can no longer fulfill the duties of the dog handler position, they will be re-assigned following the current CBA language.

C. Training

1. The Canine Team shall obtain the training identified by DOC that is necessary to obtain CJTC certification for the detection of narcotics.
   a. The Senior Management Team (SMT) in consultation with the IIU Commander will determine if additional training is necessary after the completion of the initial training has been completed, for instance:
      1) Specialized training in searching people.
      2) Additional training to add a new odor to the odors the canine is trained to detect.
   b. The initial training may be ended if the dog handler and/or canine cannot meet

the general performance standards required by the training agency.

2. The SIU Sergeant responsible for the Canine Team will ensure that the Canine Team performs a minimum of 4 hours of mandatory maintenance training a week. This training must be documented in the Canine Team log and signed off by the SIU Sergeant responsible for the Canine Team.
3. Dog handlers may attend one or more additional trainings a year, that is/are sponsored by either the CJTC or WSPCA.

D. Training Aids

1. The dog handler is responsible for the training aids, with the SIU Sergeant responsible for the Canine Team providing supervision.
2. If using non-synthetic narcotics, the dog handler must obtain the appropriate licenses from the Washington State Board of Pharmacy and the U.S. Drug Enforcement Agency (DEA) before acquiring and storing narcotic training aids.
3. The dog handler and the SIU Sergeant responsible for the Canine Team will log training aid information in a master inventory. Each shipment of narcotics must be immediately logged into the master inventory upon receipt.
   a. The following information must be logged:
      1) Shipping agency's indicated total weight of package(s) and substance(s).
      2) Actual total weight of package and substance.
      3) Shipping agency's indicated weight of each substance.
      4) Actual weight of each substance.
      5) Weight of the container for each training aid.
      6) Weight of the substance to be placed in each container.
      7) Total weight of the training aids once sealed and labeled.
   b. The receipt of all narcotic paraphernalia will be documented.
   c. A written report of any discrepancies will be submitted to the Director via the chain of command.
   d. Receipts for narcotics and paraphernalia will be maintained by IIU.
   e. A sub-inventory will be kept in the box where the specific substance is stored.
4. Training aids will be securely stored C2 .
5. Training aids will be secured in separate containers for each narcotic type (i.e., marijuana, heroin, cocaine, methamphetamine, etc.)
6. Each container must be C2 to prevent cross-contamination.
   a. C2
   b. Only the C2 ill have a key to the containers.
   c. Training aids will be kept in their designated container when not in use. The dog handler may use the approved storage locker that is mounted in their assigned vehicle for temporary storage and transport of training aids.
7. The maximum amount of a controlled substance that can be maintained by the dog handler are:

C2

8. Each training aid will be letter and color coded as follows:

9. Training aids will be made using containers that resist breakage and leakage and are sealed in a manner that will reduce tampering.
10. Each completed training aid will be labeled and logged in the master inventory log in the following manner:
    a. Training aids containing the same substance or residue will be assigned consecutive numbers (i.e., C2 , etc.)
    b. Each training will be labeled with its letter designation, color code, number designator, substance weight and total weight of the substance and container, and the year the training aid was constructed.
        1) An example would be: C2
11. Once a training aid has been constructed it will remain in the original container until destroyed, unless breakage occurs. Damage to training aids will be logged and an Officer's Report (F-627) will be submitted to the IIU Commander explaining the circumstances around the breakage. A new training aid will then be constructed.

E. Inventory

1. A training aid inventory log will be used and subdivided by each narcotic type.
2. Sub inventories will be maintained for each substance. Training aids will be logged in/out on the sub inventory, detailing:
    a. Date/time checked out.
    b. Date/time checked in.
    c. The name of the officer checking the substance out.
    d. Location of the training aid.
3. The dog handler will conduct a monthly inventory of the training aids.
4. The SIU Sergeant responsible for the Canine Team will conduct quarterly inspections of the training aids and the secure storage areas to maintain accountability and assess the condition of the training aids.
5. The IIU Commander will conduct an annual inventory of training aids and ensure the total weight of all controlled substances are accounted for.
6. The inventory will be updated whenever there is a change in the training aids.
7. The dog handler will submit an Officer's Report (F-627) if any discrepancies are found in the inventory.
8. A copy of the training aid inventory will be filed in IIU.
9. Disposal of training aids will be in accordance with Washington State Board of

Pharmacy and DEA rules and regulations.

a. Dog handlers will arrange for the replacement and destruction of training aids at least every 2 years.

F. Team Evaluations and Accreditations

1. The dog handler must notify the SIU Sergeant responsible for the Canine Team and the IIU Commander within 24 hours, or before their next scheduled shift, if their certification/accreditation has been restricted, revoked or suspended.
2. The SIU Sergeant responsible for the Canine Team may restrict/relieve the Canine Team from service if a severe deficiency in training or performance is identified.
3. The SIU Sergeant responsible for the Canine Team will notify the IIU Commander that the Canine Team has been removed from service, the type of deficiency noted and the steps that will be taken to correct the deficiency.
4. The Canine Team can be reinstated as soon as the deficiency is corrected.

G. Detection Canine Team

1. The Canine Team will assist in conducting searches of the facilities based upon information gained from SIU and the dog handler's knowledge of the routes used to introduce contraband into the facility.
2. Dog handlers will C2 [redacted] and any canine specific equipment that has been issued or approved by the Department.
3. The Canine Team will be available for routine and emergency response to either the King County Correctional Facility (KCCF), the Maleng Regional Justice Center (MRJC) and the Clark Children and Family Justice Center (CCFJC) to include areas of the courthouses that are under DAJD control.
4. Canine teams must comply with WAC 139-05-915 Canines - Training and Certification, including certification by the CJTC and all other applicable laws, policies, accreditation and certification requirements.

H. Documentation

1. The dog handler will keep a log that documents daily activity, hours and results of searches, including but not limited to:
   a. Maintenance canine training.
   b. Team use.
   c. Care of the assigned canine.
   d. Veterinary appointments.
   e. Other significant events
2. Certificates received from training will be kept in the handler's training record.
3. The dog handler will submit an Officer's Report (F-627) for all searches documenting the area searched and the results of the search.
4. An Officer's Report (F-627) will be completed by the dog handler and forwarded to the chain of command if the canine shows any aggressive behaviors outside of training or makes aggressive physical contact with any person, other than the assigned dog handler that is not related to approved training.
5. The dog handler will submit an Officer's Report (F-627) whenever injury occurs or is alleged to have occurred involving any display of aggressive behavior by the canine.

6. In the event of a canine bite or injury:
   a. The dog handler will:
      1) Render first aid within the scope of their training.
      2) Request medical attention for the injured person.
      3) Notify the sergeant/supervisor responsible for the area where the bite or injury occurred.
      4) Notify the SIU Sergeant responsible for the Canine Team.
      5) Complete an Officer's Report (F-627).
   b. The sergeant/supervisor responsible for the area where the bite or injury occurred (if in a DAJD facility) will:
      1) Ensure medical attention has been requested.
      2) Gather any necessary Officer's Report (F-627) or witness statements.
      3) Take photographs of any injuries.
      4) Complete a Supervisor's Incident Report (F-523).
   c. All canine bites or injuries will be reviewed in accordance with policy 4.03.011 - Force Review Committee.
7. Canine Team Reporting Requirements
   a. Incident Reports
      1) Canine bite investigations
      2) Use of force investigations when canines are deployed, if applicable.
   b. Canine training logs including, but not limited to:
      3) Initial training
      4) Maintenance Training
   c. Canine deployment logs
   d. Use of force review reported to WSJTC as required by law
   e. Record of deployment and use of force on an annual basis.

I. Searches by Canines

C2